

Health and Safety Training for Novices – ~Pathways to Success~

For the first time ever, training on what every new and not so new manager, human resource specialist, and supervisor initially needs to know about workplace health and safety will be provided in easy to handle 2-hour modules. Upon completion, the participant will obtain:

1. A Health and Safety Practitioner Level 1 Certificate,
2. The knowledge, skills, and ability to:
 - a. Sell safety to his/her CEO,
 - b. Identify and correct basic hazards in the workplace.
 - c. Develop and write a safety and health program,
 - d. Track safety performance,
 - e. Reduce liability
 - f. Identify areas to reduce injury and illness costs.
3. Access to a matched mentor skilled in objective and confidential coaching to help the participant continuously improve both their own and their employer's safety and health performance.

The ***Hawai'i Occupational Safety and Health Division (HIOSH), Dick Pacific Construction, Island Insurance, Risk Solution Partners and the Veterans of Safety (VOS)*** have partnered to develop and provide nine (9) basic modules that every supervisor, manager and human resource person needs to succeed. Each 2-hour session will be interactive and skills based to enable participants to easily practice and implement within their own companies. The 9 modules will be broken out into 3 clusters spaced out over 3 quarters within a year to allow participants to practice new skills and share experiences.

Nine (9) modules of 2 hours each, for 3 weeks, e.g. Tuesdays during one month of each quarter for 3 quarters; e.g. March, June, September.

1st Quarter

- Module 1: Safety Economics/Selling Safety to Top Management
- Module 2: Safety and Health Management – The Basics
- Module 3: Basic Hazard Recognition in the Workplace/Job Hazard Analysis
(Homework: ID hazards in your workplace)

2nd Quarter

Module 4: Controlling Hazards/Preventing Accidents

Module 5: Personal Protective Equipment – the last resort

Module 6: The Role of the Supervisor/Safety Accountability

(Homework: Analyze your own accountability system)

3rd Quarter:

Module 7: Hour 1 - Electrical Hazards

Hour 2 – Slips/Trips/Falls

Module 8: Hour 1 – Warehouse/Storage [Manual Material Handling and Forklifts]

Hour 2 – Ergonomics, including Office Ergonomics

Module 9: Preparing for the Worst, i.e. Inspection, Accident, Lawsuit – Regulatory, Documentation and Wrap-Up [Certificate Issued]

- ➡ Training by EXPERIENCED Safety and Health Professionals
- ➡ DESIGNED for the new and not-so-new supervisor, manager or human resource person, or anyone with the collateral duty of managing safety for their company
- ➡ USEFUL – covers the most costly hazards in the workplace (slips/trips/falls and sprains/strains), as well as the most cited hazards by HIOSH (electrical), and help companies to eventually qualify for workers' compensation insurance premium discounts.
- ➡ PORTABILITY – basic training for all industries with a *certificate* to demonstrate competency in basic safety and health management.
- ➡ AFFORDABLE - \$50 per participant – for all nine (9) modules -- covers cost of training materials.
- ➡ CONVENIENT – Once a week, 2-hours from 9 a.m. to 11 a.m. Initial classes will be in downtown Honolulu at the state Department of Labor & Industrial Relations building, 830 Punchbowl Street.
- ➡ RELIABLE – HIOSH involvement ensures consistency and the most up-to-date information.